

510012/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES SUBSTATION CONSTRUCTION/MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, to layout and supervise the work of semi-skilled and skilled workers engaged in a variety of construction, maintenance and repair tasks involving existing and new substations; and to do related work as required.

REPORTS TO: Utilities Electric Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Electric Operations Manager. Exercises general supervision over Utilities Substation Electricians, Utilities Transformer Technicians, Utilities Electric Apprentices, General Services Workers and other classifications as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervise the work of a substation crew in the installation and construction, maintenance and repair of substation equipment such as metal clad switchgear, large power transformers, steel and aluminum structures for buss and switch racks, installing batteries for auxiliary switching systems, wiring of electrical switching equipment and related activities.
- Check on methods used by crew to ensure their safety and ensure that protective devices and equipment are used when necessary.
- Keep time and material records, schedule various phases of new equipment installation and equipment maintenance to ensure completion in line with established schedules and make reports of work accomplished.
- Perform switching in substation during emergencies.
- Supervise, train and evaluate subordinates.
- Serve as Acting Utilities Electrical Superintendent as required.

QUALIFICATIONS

Knowledge of:

- Approved methods, materials and tools used in electric utility construction, maintenance, test and repair work.
- Principles of electrical theory as applies to substation electrical circuits and wiring systems and ability to apply this knowledge to specific work problems.
- Occupational hazards and standard safety precautions necessary to work.
- Principles and practices of supervision, training and performance evaluation.

Ability to:

- Assign and layout the work of semi-skilled and skilled workers engages in a variety of substation construction, maintenance and repair activities.
- Effectively instruct apprentices in the proper methods, procedures and safety precautions of the work.
- Understand and carry out complex oral and written instructions and to read and interpret sketches, layouts and wiring diagrams.
- Effectively coordinate various phases of a large construction project.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five years experience at the journey level in construction, maintenance and repair of electrical systems, including metal clad switchgear, air circuit breakers, high voltage oil circuit breakers, power transformers, grounding and isolating switches.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid, Class "A" California motor vehicle operators license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Substation Construction/Maintenance Supervisor

TO: Utilities Electric Operations Manager